RELEASE OF DOCUMENTS TO THE PUBLIC

Public Meeting
September 17, 1999

Meeting Agenda
Release of Documents to the Public
9/17/99

1) Reducing the time between Issue date of a document and Its availability in the Public Document Room (PDR)

Short-term action - guidance to staff (Fran Goldberg, OCIO)
Long-term action - ADAMS availability to public (under #5)

2) Improving the "advance copy" process

Reminders at office level, discussion of full text availability (Fran Goldberg, OCIO)

3) improved availability of meeting minutes and handouts used at public meetings

Making enough handouts available at meeting and sending the handouts to the PDR after the meeting (Peter Tam, NRR)

4) Improving communication with all stakeholders about documents available for comment, writing more explicit meeting notices, assuring documents are available to all stakeholders concurrently.

Near-term action: creating a web page with links to documents on the web site for which we are soliciting comments (Fran Goldberg, OCIO), example of more explicit meeting notice created for staff use (Louise Lund, OEDO)

Long-term action: considering a folder in ADAMS that contains pointers to all documents for which we are soliciting feedback (Fran Goldberg, 0010)

For assuring documents are available to all stakeholders concurrently, the staff will discuss the advance copy process and ADAMS implementation (under #2 and #5).

5) Implementation of ADAMS: user-friendly public user's guide, user4riendly design, organIzation, etc.

Presentation on ADAMS (Betsy Shelbourne, OCIO)

Meeting Agenda
Release of Documents to the Public
9/17/99

6) Confusion about the term "predecislonal" and how that affects when documents are available to public. The public would like to be Involved In some Issues at an earlier stage.

Presentation on the term "predecisional", as it applies to NRC documents, (Mary Pat Siemlen, OGC)

7) Timing of SECY papers on external web page - some are released quickly, others are not. The public also expressed a desire for earlier release of SECY papers including release prior to Commission rnvi.w~meetings or while in draft.

Change in process for sending SECY papers to web staff (Andy Bates, SECY)

8) Achieving consistent quality and timeliness of information on NRC public web site.

Web site update: web clean-up, re-design of external web page, and future plan for external web site (Fran Goldberg, OCIO)

9) Plant-specific Information can be hard to obtain In a timely manner (plant re-start dates, root cause explanations for unanticipated shutdowns before plant startup). The web site should have an up-to-date project manager list with phone numbers and e-mail addresses.

Strategies for obtaining plant-specific information will be discussed, as well as update to project rnanager list (Roy Zimmerman, NRR)

Issue 1

The participants raised a concern about the total time between issuance of a document and its availability in the public document room (PDR). Their experience suggests that the minimum time is two weeks and the time can exceed a month. They further indicated that, given that there is an expected 5-day NUDOCS processing time, the staff needs to be aware of what other delays exist and what can be done to minimize them.

Presenter: Fran Goldberg (OCIO)

Issue 1: Reducing the time between issue date of a document and its availability in the Public Document Room (PDR)

Concern: Experience of stakeholders suggests that minimum time is two weeks and the time can exceed a month

Actions:

- Analyzed components of the lag time
- Identified and addressed largest contributor
- Analyzed the future effects of ADAMs on the time lag

Issue 1 (Continued)

Time lag for documents to reach the PDR has several components

- Staff Distribution Process Time (larges contributor to fluctuations in the time lag

- NUDOCS (ADAMS) Processing Time

- Internal NRC Mail Delivery Time

EDO issued letter to office directors targeting 1 working day for distribution of publicly available documents to the Document Control Desk (September 15)

UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

September 15, 1999

MEMORANDUM TO: Those on the Attached List

FROM: William D. Travers
Executive Director for Operations

SUBJECT: TIMELY AVAILABILITY OF PUBLIC DOCUMENTS

One of NRC's performance goals in the draft Strategic Plan is to improve public confidence. We do this, in part, by providing the public, those we regulate, and other stakeholders with timely, clear and accurate information about NRC's regulatory program. We believe that this will instill respect for and confidence in our program.

To support this, I request that all office directors review their distribution procedures to ensure that documents are submitted to the NUDOCS Document Control Desk within 24 hours of the date a document can be made publicly available. This paper distribution must continue until ADAMS becomes NRC's official recordkeeping system, currently targeted for January 1, 2000.

On July 9, 1999, the staff met with public interest groups, industry representatives, and members of the general public to discuss concerns about NRC's method of releasing information to the public. A major concern of the public participants was a perceived lack of NRC timeliness in making documents publicly available. They perceive that some documents are made available to the public in a timely manner, but some documents are delayed for reasons unknown to them. To address this concern, we are looking at the ways a document could be delayed during the public release process.

The NRC currently releases information to the public through the Public Document Room (PDR). The PDR receives documents from the NUDOCS Document Control Desk, which, in turn, receives publicly releasable documents from the staff. We have reviewed the process from the Document Control Desk to the PDR for potential delays that could be addressed. In this letter, I am also asking that the staff ensure that documents are sent to the Document Control Desk in a timely manner.

Further information on this subject is available to the staff in Management Directives (MDs) and Handbooks 3.4 and 3.50, "Release of Information to the Public" and "Document Management", which establish responsibilities, policies, and associated procedures. Part II of the Handbook in MD 3.4 describes the types of documents that may routinely be made publicly available and those that require specific approval. It also specifies the approving officials. Exhibit 1 of the Handbook is a Table of NRC Documents Routinely Released to the Public. The table shows

the primary source for the public for each type of document that is made publicly available (the NRC PDR, the Government Printing Office, or the National Technical Information Service) and the established hold time for certain documents before they can be made public. MD 3.5 provides guidance on placing documents into NUDOCS.

Your assistance in ensuring that the staff is following these procedures and promptly making distribution of public documents will help us to meet our public confidence goal.

Issue 1(Continued)

Effect of ADAMS on Timing of Public Availability for Internally-Generated Documents

Components of Lag Time for Public Availability of Internally-Generated Documents	**Target Times**		
	Until November 1	**After November 1,1999** Public documents available through ADAMS on the Web	**After January 1, 2000** ADAMs becomes NRC's official recordkeeping system
Distribution Time	Mail to NUDOCS Document Control Desk within 1 working day of date the document is releasable to the public	Mail to the NUDOCS Document Control Desk within 1 working day of date the document is releasable to the public	Finalize and declare as a public record within the courtesy hold period
NRC Mail Delivery Time to Document Control Desk	1 working day	1 working day	N/A
NUDOCS/ADAMS Processing Time	5 working days	1 working day	Within 30 minutes
NRC Mail Delivery Time to PDR + PDR intake and filing	1-2 working days	N/A	N/A
Total	**8-9 working days**	**3 working days or courtesy hold time (whichever is larger)**	**Courtesy hold time**

Issue 2

The participants indicated that the staff needs to be better trained on the use of the "advance copy" process by which documents of particular significance can be made available to the public sooner than is possible using routine processing and that both the staff and users need to be instructed on what types of documents can be advance copies and what processing time is inherent in this process. Several participants suggested that there should be a uspecial handling" category of documents that would entail placement on the advance copy list and availability of the full text on the NRC web site.

Presenter: Fran Goldberg (OCIO)

Issue 2: Improving the “advance copy” process

Concern: The participants would like more NRC staff to be aware of and use the "advance copy" process for documents of particular significance. Participants suggested possibility of placing such documents on the web.

Actions:

- Issued Yellow Announcement to inform staff of the process (July 7)

- Established PDR Web Page with list of high interest advanced copies made available each day

- Reminders issued at office level

UNITED STATES
NUCLEAR REGULATORY COMMISSION

Announcement No. 059

Date: July 7, 1999

To: **All NRC Employees**

SUBJECT: NRC PROCESS FOR RELEASING DOCUMENTS TO THE GENERAL PUBLIC

Recently, the NRC has received criticism that certain stakeholders have received copies of documents from the NRC staff before they are available to other interested persons. Also, even though some stakeholders are aware of copies of documents as soon as they have been released to the PDR, as a practical matter, other interested parties may not be aware of their availability.

As a result, I want to remind the staff of our responsibilities in making documents available to the public and inform the staff of changes to our external web page made in response to this criticism. By following the instructions below, we can all support the agency performance goal of increasing public confidence in the NRC.

Our Management Directive (MD) on the "Release of Information to the Public" (MD 3.4) states the following objective:

> "To ensure that documents will not be provided to one licensee or a member of the public unless they can be made available, generally through the NRC Public Document Room, to all persons, except under the conditions described in Part II(A) and (B) of Handbook 3.4" ([1] exceptions from Part II(A) and (B) noted below)

Consistent with this, I expect staff to verify that a document exists in the Public Document Room (PDR) before releasing a copy to the public, excluding the exceptions noted in the MD. To determine if a document is in the PDR, the staff may contact the PDR at 202-634-3273. Similarly, the staff are also responsible for ensuring that documents that are referred to in Federal Register Notices as publicly available, are actually available through the PDR.

As a reminder, documents that are to be released the public, must be prepared in accordance with guidance contained in Management Directive 3.57 "Correspondence Management." If the document is to be placed in the PDR, the originating office must designate "PUBLIC" on the official record copy distribution list so that it receives the proper processing through the Nuclear Documents System (NUDOCS).

The long-term solution to the problem of providing a copy of documents to all interested segments of the public at the same time and in the same manner will be provided through the agency-wide implementation

of ADAMS. At that time, publicly released documents will be available electronically at the same time to all interested stakeholders. However, a temporary solution has been put into place until the public can access ADAMS.

To provide a temporary solution, the PDR staff has established a web page, http://www.nrc.gov/NRC/PDR/pdrdoc.html , that provides a daily list of the high interest advance paper copies of documents made available each day. The web page also includes the SECY papers, Staff Requirement Memoranda, and Commissioner' Notation Vote Response Sheets that are released daily by SECY. The staff can check this web page to verify that an advance copy of a document is in the PDR before providing it to persons outside the NRC.

The staff should keep in mind that it may take up to five days for a document to be available to the public in the PDR from the normal processing route through NUDOCS. If it is essential to ensure that a high-interest document is available in the PDR sooner than the five day period, the staff can provide an advance paper copy to the PDR staff in addition to sending it through NUDOCS. For time-critical documents, rather than relying on interoffice mail, the staff can either hand-deliver or fax (202-634-3343) the document directly to the PDR. The staff should note on the advance copies that they send to the PDR that it is of immediate interest and should be contained in the daily list of advance copies.

Finally, the staff is reminded to provide an equitable opportunity for comment to all interested stakeholders. By our careful attention to the above responsibilities, we can continue to ensure that the broadest spectrum of individuals can obtain or have access to information that is the subject of regulatory reform, initiatives, policy, or practice.

If you have any questions, please contact Louise Lund, OEDO, at 301-415-8508 or Elizabeth Yeates, PDR, at 202-634-3380.

/s/
William D. Travers
Executive Director for Operations

[NRC Internal Home Page | Index of Yellow Announcements]

1. The exceptions, listed in the MD, apply to draft documents specifically disseminated to the public for comment, such as draft environmental impact statements, draft regulatory guides, and proposed rules. Other exceptions noted in MD 3.4 include (1) necessary communications between the NRC staff and licensee, vendors, and others in the normal course of agency business, (2) draft research documents, and (3) draft NRC documents to other Federal Agencies.

Nothing in this memorandum is intended to impede the prompt notification of licensees of issues that arise which require timely notification, typically concurrent with placing the document in the PDR, i.e., on a case-by-case basis, Notifications of Enforcement Discretion, outage-related license amendments, etc. In addition, this memorandum does not alter existing policies for handling the release of certain sensitive documents, such as enforcement actions or proprietary information. This also does not apply to documents released in a properly noticed meeting.

U.S. Nuclear Regulatory Commission

REFERENCE LIBRARY

NEWS & INFORMATION

PUBLIC PARTICIPATION & SCHOOL PROGRAMS

PLANNING & FINANCIAL MANAGEMENT

ABOUT NRC

RADIATION PROTECTION & EMERGENCY RESPONSE

NUCLEAR REACTORS

RADIOACTIVE WASTE

NUCLEAR MATERIALS

What's New | Search | Index | Site Contents | Text Menu | Telephone Directory | Viewers
The Commission's Activities | Initiatives 1999 | Rulemaking | FOIA | Y2K | EIE
Doing Business with NRC | Public Electronic Reading Room | Employment | Privacy & Disclaimer

Questions and comments are welcome (nrcweb@nrc.gov)

What's New at www.nrc.gov

[NRC Home Page | Search | Text Menu | Site Disclaimer]
Questions and comments are welcome (nrcweb@nrc.gov)

Contents of this page

- New Content Areas at This Site
- Meetings and Conferences
- Recent NRC Technical Reports in the NUREG Series
  - Final Reports
  - Draft Reports for Comment (with online comment forms)
- Other Reports and Documents

Index of NRC Online Forms for Public Comment (updated 9/13/1999)

Transcript from the August 20, 1999, NRC public workshop on the Nuclear Reactor Safety Chapter of the NRC Strategic Plan

Summary of Meeting Held on July 9, 1999, with Stakeholders to Discuss How the NRC Releases Information to the Public

- **Agenda for Follow-up Meeting on September 17, 1999**

Y2K Readiness At U.S. Nuclear Power Plants (updated 7/7/1999)

List of Documents Received on a Priority Basis in the Public Document Room (PDR)

Try our newly expanded Search Tools And Resources page

New Content Areas at This Site

License Renewal for Power Reactors-newly revised and expanded, including licensee applications and related NRC safety evaluation reports for both the **Calvert Cliffs** and **Oconee** nuclear power plants. ***NOTE: be sure to bookmark the new site, since the path has changed.***

Reactor Vessel Integrity Database (RVID)-summarizes the properties of reactor vessel beltline materials for each operating U.S. commercial nuclear power plant.

Revised Reactor Oversight Process-the NRC is restructuring its inspection and oversight program of commercial nuclear power plants.

NRC Site Index-A site-wide reference tool with valuable links to many content areas at the NRC Web Site. We welcome your comments as we seek to expand and improve this document.

Human Radiation Experiments (HREX)–HREX is a searchable database with over 450,000 pages of historical documents related to experiments conducted at both government and non-government facilities, beginning in the 1940's.

List of Documents Received on a Priority Basis in the Public Document Room (PDR)

The NRC releases about 300 documents per day to the public via its computerized document processing system. The listing at this site includes the date, author, and title, of a portion of those documents that NRC offices perceive to be of immediate interest to the public, based on current and historical expressions of interest from the public. (Information about how to obtain copies of these documents appears below.) The offices send these documents directly to the PDR in parallel with sending them through the agency's computerized document processing system.

NRC offices routinely send certain types of documents to the PDR on an expedited basis: Civil Penalties, Export Licensing Activities, Inspection Manual Updates, Management Directives, Office Letters from the Office of Nuclear Reactor Regulation, Operating Reactor Events Meeting Minutes, Regulatory Guides (Final and Draft), Commission (SECY) Papers, Staff Requirements Memos, Standard Review Plan Updates (NUREG-800), Commission Transcripts, Commission Voting Records, and Weekly Information Reports. The offices send documents covering other topics, as well, depending on public interest or need. The PDR does not necessarily receive documents for inclusion in this list every day.

This list may not include documents, such as Federal Register Notices, which are available elsewhere on the Web or in other resources. Documents in this list are deleted by week after being posted for three weeks. After three weeks, citations to the majority of documents are available in the Bibliographic Retrieval System (BRS), the public database and search system.

Please contact the PDR for further information on NRC documents. Click here for PDR Hours of Operation and Contact Information .

Documents Received 9/15/99

9/13/99 Letter from Duke Energy Corp re Proposed Technical Specification Amendment for McGuire Control Room Area Ventilation System

9/9/99 Letters to Farley and Summer re Meeting to Discuss KAOWOOL Fire Barriers

9/7/99 Letter from W.D. Travers to P. Sarbanes responding to July 20, 1999 Letter to D.Rathbun re: Letter from W.C. Batton, Expressing Concerns About Calvert Cliffs Nuclear Plant

Documents Received 9/14/99

9/10/99 Ltr to J.A. Scalice from S.R. Peterson re: Request for Information Regarding Sequoyah Nuclear Plant Related to Inspections of Ice Condenser Operations

9/8/99 Summary of Meeting Between SNEC, GPUN and the NRC Staff

8/31/99 NUREG-0940, Vol. 18, No. 1, Part 2: "Enforcement Actions: Significant Actions Resolved Reactor Licensees. Semiannual Progress Report, January - June 1999

8/27/99 Memo From J.H. Wilson to C.A. Carpenter re; Summary of Public Meeting Held on 7/8/99 in Clemson, SC to receive Comments on the Staff's Draft Plant-Specific Supplement to the GEIS for Oconee License Renewal

7/12/99 SECY-99-176 Plans for Pursuing Performance-Based Initiatives with 9/13/99 Staff Requirements

Issue 2 (Continued)

Consideration given to posting full text of advance copies on the web

Factors considered:

- Resources to scan, code, and post advance copies would be significant
- Web staff are currently focused on the Web QA and cleanup process (Issue 8)
- Staff would have to be educated about a new set of special handling procedures
- Full text of all new public documents will be available more rapidly beginning November 1,1999, through ADAMS

Issue 3

The participants raised a concern about the availability of meeting minutes and handouts used at public meetings. Several participants indicated that there are often times not enough copies of handouts used at public meetings and that they have been informed that. the handouts will be available as an attachment to the meeting minutes at a later date. In addition, the NRC often has multiple meetings scheduled for the same time preventing interested individuals from attending some meetings. Participants made several suggestions in this regard: (1) have enough copies of handouts available at public meetings and be willing to make additional copies as necessary, (2) because of lag times for issuing meeting minutes and schedule conflicts between meetings, place copies of handouts in the PDR soon after the meeting with an indication that the meeting minutes will be placed in the PDR at a later date, and (3) if possible, make copies of handouts available to the public before the meeting so as to facilitate a more informed discussion.

Presenter: Peter Tam (NRR)

NRC FORM 658
(9-1999)

U.S. NUCLEAR REGULATORY COMMISSION

TRANSMITTAL OF MEETING HANDOUT MATERIALS FOR IMMEDIATE PLACEMENT IN THE PUBLIC DOMAIN

This form is to be filled out (typed or hand-printed) by the person who announced the meeting (i.e., the person who issued the meeting notice). The completed form, and the attached copy of meeting handout materials, will be sent to the Document Control Desk on the same day of the meeting; under no circumstances will this be done later than the working day after the meeting.
Do not include proprietary materials.

DATE OF MEETING

The attached document(s), which was/were handed out in this meeting, is/are to be placed in the public domain as soon as possible. The minutes of the meeting will be issued in the near future. Following are administrative details regarding this meeting:

Docket Number(s) _____

Plant/Facility Name _____

TAC Number(s) (if available) _____

Reference Meeting Notice _____

Purpose of Meeting
(copy from meeting notice) _____

_____

_____

NAME OF PERSON WHO ISSUED MEETING NOTICE	TITLE

OFFICE

DIVISION

BRANCH

Distribution of this form and attachments:
Docket File/Central File
PUBLIC

Issue 4

The participants noted that the staff needs to be sensitive to the importance of input from all stakeholders and that the Nuclear Energy Institute should not be the only organization that influences policy issues. The participants indicated that simply placing a document in the PDR is not the same as seeking comment. In addition, they indicated that there is a large volume of information exchanged between the NRC and the Nuclear Energy Institute and that this large volume can be problematic to smaller stakeholders. In this regard, the participants suggested that the staff could better involve all stakeholders in the process by:
(1) explicitly highlighting documents for which the NRC is seeking comment and indicatirig that comments are welcome from all stakeholders, (2) writing meeting notices that are more explicit regarding what will be discussed at the meeting, including references to supporting documents when applicable, and (3) assuring that documents are available to all stakeholders concurrently. In addition, the participants noted numerous ways that the staff can inform the public about current issues. These ways include: (1) a listserver, (2) a special page on the web site, (3) the advance copy list, (4) the rulemaking web page, (5) the recently released documents web page, and (6) updates to preliminary notifications on nuclear facility events.

Presenters: Fran Goldberg (OCIO), Louise Lund (OEDO)

Issue 4-1: Improving communication with all stakeholders about documents available for comment

Concern: The participants would like NRC to explicitly highlight documents available for comment and invite comments from all stakeholders.

Actions:

- Created a page on NRC's public Web site listing all NRC documents or programs that are open for comment (September 14)

- Long term, this issue may be handled by use of an ADAMS folder containing all documents open for comment

Index of NRC Online Forms for Soliciting Public Comment

[NRC Home Page]

Report generated Monday, September 13, 1999

Comment form categories

- Allegations Program
- Initiatives 1999
- License Renewal
- NRC Site Index - Correction or Addition
- NRC Technical Reports in the NUREG-Series
- Medical Pilot Draft Temporary Instruction, Streamlined Inspection/Enforcement
- Part 21 Reports
- Plain Language Action Plan
- Preliminary Notifications
- Relap5 User Problem Submittal

Allegations Program

Initiatives 1999

- I. Risk-Informed and Performance-Based Regulation: Draft Reactor Safety Chapter of the NRC Strategic Plan
- I. Risk-Informed and Performance-Based Regulation: A. Evaluation of Industry Proposals and Rulemaking; B. Pilot Applications
- I. Risk-Informed and Performance-Based Regulation: A. Evaluation of Industry Proposals and Rulemaking; D. Guidance Documents
- I. Risk-Informed and Performance-Based Regulation (A-D)
- I. Risk-Informed and Performance-Based Regulation (B&C)
- I. Risk-Informed and Performance-Based Regulation (C-D)
- II. Reactor Inspection and Enforcement (A)
- II. Reactor Inspection and Enforcement (B-C)
- III. Reactor Licensee Performance Assessment (A)
- IV. Reactor Licensee and Oversight (A)
- IV. Reactor Licensee and Oversight (B)
- IV. Reactor Licensee and Oversight (C)
- IV. Reactor Licensee and Oversight (D)
- IV. Reactor Licensee and Oversight (E)
- IV. Reactor Licensee and Oversight (F)
- IV. Reactor Licensee and Oversight (G)
- IV. Reactor Licensee and Oversight (H)
- IV. Reactor Licensee and Oversight (I)
- IV. Reactor Licensee and Oversight (J)
- IV. Reactor Licensee and Oversight (K)
- V. NRC Organizational Structure and Resources (A)

- V. NRC Organizational Structure and Resources (B)
- V. NRC Organizational Structure and Resources (C)
- VI. Other Agency Programs and Areas of Focus (A)
- VI. Other Agency Programs and Areas of Focus (B)
- VI. Other Agency Programs and Areas of Focus (C)
- VI. Other Agency Programs and Areas of Focus (D)
- VI. Other Agency Programs and Areas of Focus (E)
- VI. Other Agency Programs and Areas of Focus (F)
- VI. Other Agency Programs and Areas of Focus (F)
- VI. Other Agency Programs and Areas of Focus (G)
- VI. Other Agency Programs and Areas of Focus (H)
- VI. Other Agency Programs and Areas of Focus (I)
- VII.Uranium Recovery Issues (A)
- VIII. Changes to the NRC's Hearing Process (A)
- General Questions or Comments

License Renewal

- General Comments on License Renewal
- Calvert Cliffs License Renewal Application, Safety Evaluation Report for

---

NRC Site Index - Correction or Addition

NRC Technical Reports in the NUREG-Series

- NUREG/BR-0053, Revision 4
- NUREG/CR-6642: "Risk Analysis And Evaluation Of Regulatory Options For Nuclear Byproduct Material Systems"
- NUREG-1021, Rev. 8, "Operator Licensing Examination Standards for Power Reactors"
- NUREG-1437, S1, "Generic Environmental Impact Statement for License Renewal of Nuclear Plants,"
- NUREG-1437, S2, "Generic Environmental Impact Statement for License Renewal of Nuclear Plants"
- NUREG-1521: "Technical Review of Risk-Informed, Performance-Based Methods for Nuclear Power"
- NUREG-1556, Vol. 10, "Materials Licenses Guidance for Master Material Licenses"
- NUREG-1556, Vol. 11: "Materials Guidance for Well Logging, Tracer, and Field Flood Study Licenses"
- NUREG-1556, Vol. 13, "Materials Guidance for Commercial Radiopharmacy Licenses"
- NUREG-1556, Vol. 14, "Well Logging, Tracer, and Field Flood Study Licenses"
- NUREG-1556, Vol. 15, "Changes of Control and About Bankruptcy Involving Byproduct, Source, or Special Nuclear Material Licenses"
- NUREG-1556, Vol. 9, "Materials Guidance About Medical Use Licenses"
- NUREG-1567, "Standard Review Plan for Spent Fuel Storage Facilities"
- NUREG-1640, Vols. 1&2: "Radiological Assessments for Clearance of Equipment and Materials from Nuclear Facilities"
- NUREG-1671, "Standard Review Plan for the Recertification of the Gaseous Diffusion Plants"
- NUREG-1712, "Nuclear Byproduct Material Risk Review: Results of Survey of NRC and Agreement State Materials Licensing and Inspection Personnel"
- NUREG-1700, "Standard Review Plan for Evaluating Nuclear Power Reactor License Termination Plans"
- NUREG-1701, "Standard Review Plan for the Review of a License Application for the Atomic Vapor Laser Isotope (AVLIS) Facility"
- NUREG-1702, "Standard Review Plan for the Review of a License Application for the Tank Waste Remediation System Privatization (TWRS-P) Project"
- NUREG-1711, "Nuclear Byproduct Material Risk Review: Regulatory and Other Bases for Barriers to Dose"

Medical Pilot Draft Temporary Instruction, Streamlined Inspection/Enforcement

---

Part 21 Reports

Plain Language Action Plan

Preliminary Notifications

Relap5 User Problem Submittal

Date of Notice

MEMORANDUM TO: Cognizant Supervisor

FROM: Staff Member Responsible for Meeting

SUBJECT: NOTICE OF PUBLIC MEETING ON THE *SHORT DESCRIPTION OF TOPIC*

DATE AND TIME: Meeting Date
Meeting Time

LOCATION: U. S. Nuclear Regulatory Commission
Building
Street Address
City, State, Zip Code
Meeting Room

PURPOSE: Purpose of meeting - be as specific as possible. Indicate whether the public will be provided an opportunity to provide oral comments.
Important: Meeting notice system can only handle 96 characters in this block

Examples given below:

Joint Licensing Workshop with the goals of improving quality of licensing submittals and improving licensing interface between licensees and the NRC.

Discuss intent to apply for license amendment to use alternate steam generator repair criteria for stress corrosion cracking. PORTIONS OF MEETING WILL BE CLOSED TO THE PUBLIC.

PARTICIPANTS: For example: NRC staff, public interest groups, industry representatives, and members of the general public

Meetings between NRC technical staff and applicants or licensees are open for interested members of the public, petitioners, intervenors, or other parties to attend as observers pursuant to the "Commission Policy Statement on Staff Meetings Open to the Public," 59 Federal Register 48344, 9/20/94. **Members of the public who wish to attend or provide oral comments should contact *Meeting Contact at Phone Number of Contact.***

Issue 5

The participants raised several concerns regarding implementation of the Agencywide Documents Access and Management System (ADAMS). These concerns include: (1) the necessity of a userAriendly tutorial/users guide on the NRC web site, (2) user-friendly design of the ADAMS web page, (3) how sensitive documents (allegations and differing professional opinions) will be handled, (4) assurances that the security for ADAMS will be robust enough to prevent tampering of documents, and (5) how the public ADAMS database will be organized and what search and retrieval capabilities will be supported.

Presenter: Betsy Shelburne (OCIO)

Update on ADAMS Transition Strategy

Part One: Moving from NUDOCS/BRS to ADAMS

- Original Plan: Switch Over on October 1, 1999
- Current Plan: Pilot Period in October 1999
  - NUDOCS & BRS continues “as is” until November 1, 1999
  - Familiarization Period: ADAMS Public Libraries opened in early October with a sample of documents
  - Switch Over completely on November 1, 1999

Transition to the NRC Electronic Reading Room To Access NRC's Publicly Available Documents

---

On May 7, 1999, the Nuclear Regulatory Commission (NRC) published a proposed rule in the *Federal Register* announcing its plans for establishing its new records management system, the NRC Agencywide Documents Access and Management System (ADAMS); and its plans for using ADAMS as the means for making its publicly available records accessible to the public. The final rule for this plan was published in the *Federal Register* on September 9, 1999. ADAMS will replace the Bibliographic Retrieval System (BRS) and the Nuclear Documents System (NUDOCS), the two systems the public currently uses to search for NRC records. The public will be able to access NRC's publicly available documents in ADAMS from the Internet through the Electronic Reading Room on the NRC's external Web site.

NRC had originally planned to implement this new system on October 1, 1999; however, the timing has been changed to give the public the entire month of October to become familiar with using ADAMS. Therefore, on or about October 1, 1999, two pilot ADAMS databases will be made available in the Electronic Reading Room for the public to gain familiarity with the new system. The following two pilot database libraries will be available for use during this transitional period:

- **The "Public Legacy Library."** This database will contain the bibliographic descriptions and limited full-text, where available, of pre-ADAMS documents that are being copied from the current BRS and NUDOCS systems. The pilot version of this database will contain *samples* of the types of information that will be in the final ADAMS version. This database will ultimately contain all of the 2.6 million records from the current BRS database as soon as they have all been copied into ADAMS. In the meantime, the current BRS system will remain available to search publicly available records that were created or received by NRC prior to November 1, 1999.
- **The "Publicly Available Records System (PARS) Library."** This new database will contain bibliographic information as well as the image and full text of the documents placed in it. Like the Public Legacy Library, the pilot version of this database will contain only *samples* of the types of documents that will be in the final ADAMS version. After the October transition period, this database will have in it all publicly available records that are created or received by NRC beginning November 1, 1999.

During the October transition period, NRC will continue sending documents in paper and microfiche to the NRC Public Document Room (PDR) and in microfiche to the Local Public Document Room (LPDR) libraries. Also during this period, the BRS and NUDOCS will continue to be the means by which the public searches for publicly released documents.

Members of the public who use NRC documents are encouraged to try out the new system during the October transition period. The Electronic Reading Room will have online instructions to assist the public in using ADAMS, and the PDR reference librarians will be available to help the public by toll-free telephone (800-397-4209). For more information, please call the PDR reference librarians at their toll-free number or their local number (202-634-3273).

Update on ADAMS Transition Period

Part Two: Paper Copies Available in PDR

- Original Plan: Discontinue Sending Paper to PDR on October 1, 1999
- Commission directed OCIO to continue providing paper for six months afier opening the ADAMS Public Libraries
- OCIO provided Impact Analysis to Commission
- Current Status

Your Concerns About Adams

How User Friendly? & How Intruder Un-Friendly?

- User Friendly:
  - Users' Guide
  - User Interface Design
  - Database Organization
  - Search & Retrieval Capabilities
- Intruder Un-Friendly:
  - Protection Of Non-Publicly Available Documents
  - Protecting the Integrity of Stored Files
  - - ADAMS Commercial Software Controls
  - - NRC Network Integrity

ADAMS USERS' Guide

Located on the Public Web Site

- Users Guide Available for use side-by-side while Using ADAMS
- Hypertext Links for easy navigation
- Various Levels df Detail for Various Audiences
  - Overview
  - Step by Step pathways
  - Explanatory text

DRAFT OUTLINE OF Public Libraries Users' Guide

- Welcome
  - Aids to using ADAMS
  - What's New about ADAMS

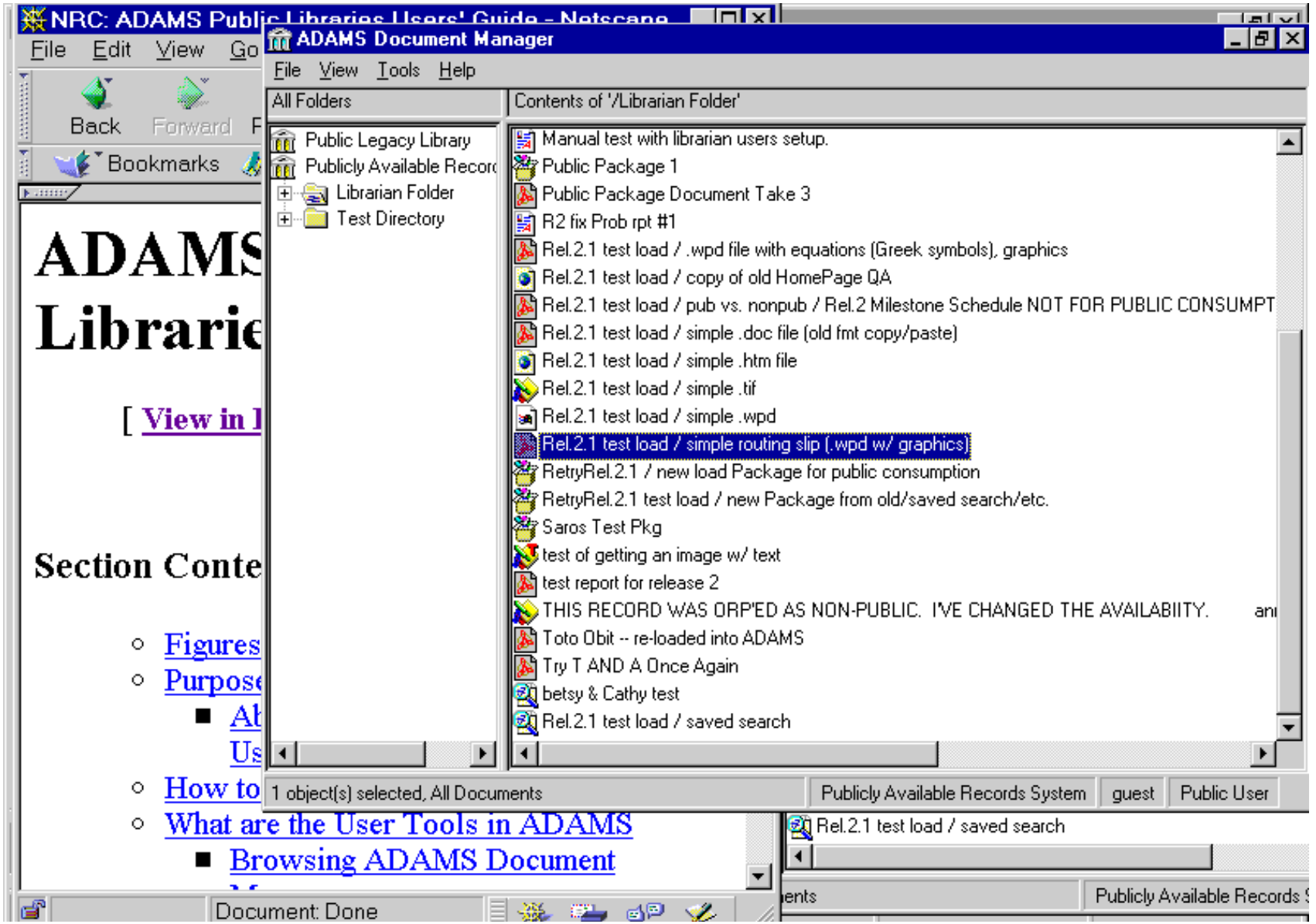
- Getting Started --First Time Users
  - System Requirements
    - Citrix ICA Web Client

- ADAMS Users' Manual
  - Logging into ADAMS
  - Learning the Look & Feel of ADAMS site
  - Browsing ADAMS Document Manager
    - ADAMS Folders
    - "What's New" Folder
  - ADAMS Documents
    - Document Properties
  - Searching for Documents
    - SIMPLE Find
    - ADVANCED Find
    - Searching Document Properties
    - Browsing Values
    - Finding How Many Documents You'll Retrieve
    - Broadening and Narrowing Your Search
      - Narrowing your Search
      - Broadening your Search
        - Wildcards
    - Searching Text of Document
    - Searching for Document Packages
    - Canceling/stopping a search
    - Clearing Previous Search Criteria
  - Sample Searches
  - Managing and Viewing your Results List
  - Saving Search Strategies
  - Viewing Documents
  - Marking Documents for Action .... Printing, Copying, etc.
  - Printing Documents
  - Downloading/Copying Documents
  - Creating Lists or Bibliographies
  - Ordering copies of documents
  - Logging Off ADAMS

- FAQ's
- Troubleshooting
- Appendices
  - A. ADAMS Document Profile Fields
  - B. Map between current BRS commands and ADAMS features
  - C. Map between current NUDOCS & BRS fields and the ADAMS
  - D. ADAMS Overview
- Index & Glossary

Draft

Users' Guide & ADAMS - Side by Side



ADAMS USERS' GUIDE

- Available for download from the Web
- Available in paper from PDR upon request

ADAMS Training

- In addition to information available on-line and PDR Staff will continue to provide upon request, training classes upon request
- Based on experience, web information and help function will be updated

ADAMS PUBLIC INTERFACE

Same as for NRC Staff - For Search & Retrieval

- Look & Feel of Windows Explorer
- Search is Point & Click, no commands to learn
- Simple and Advanced Search Features

A TOUR OF ADAMS

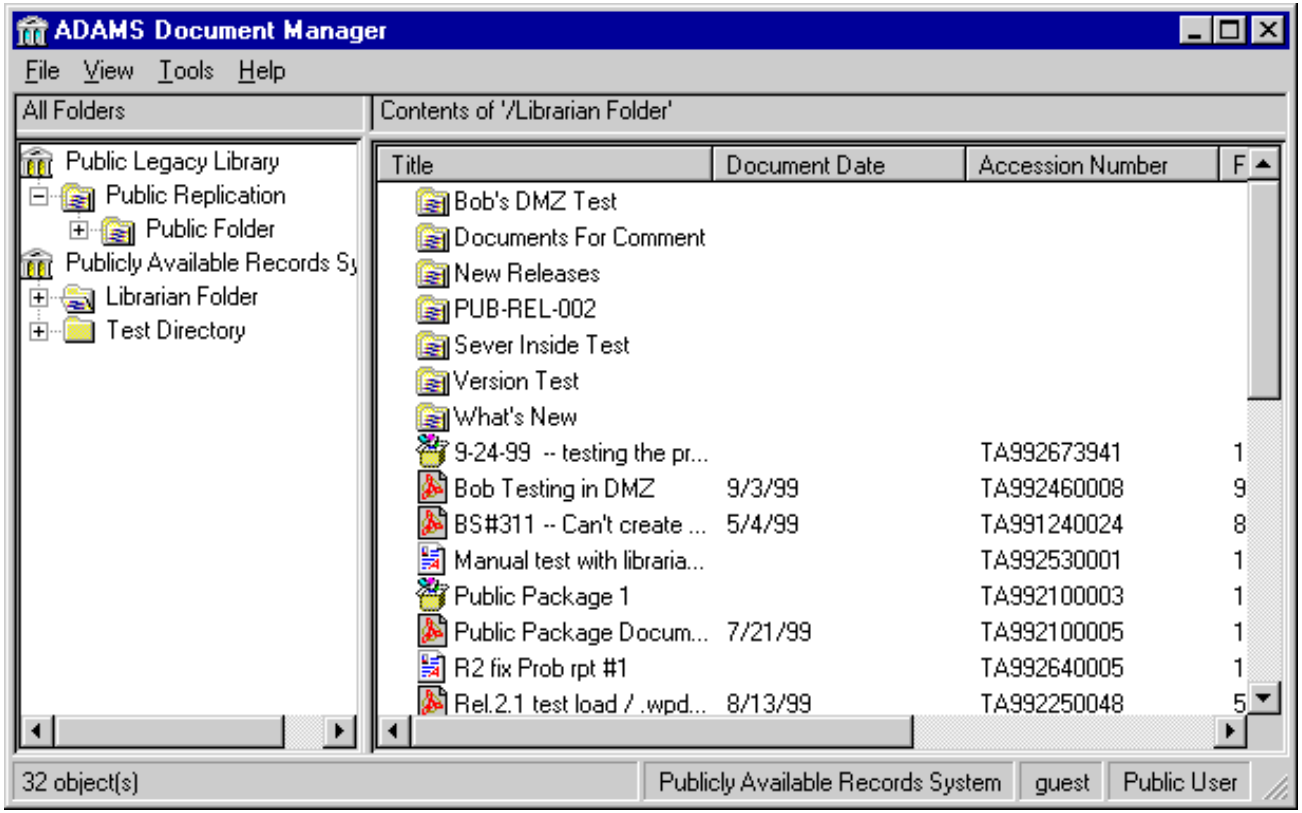
A FEW PICTURES

But first a few more words

ADAMS manages objects

- < *Libraries*
- < *Folders*
- < *Packages*
- < *Documents*
- < *Properties, Image & Text*
- < *Saved Searches*

ADAMS DOCUMENT MANAGER

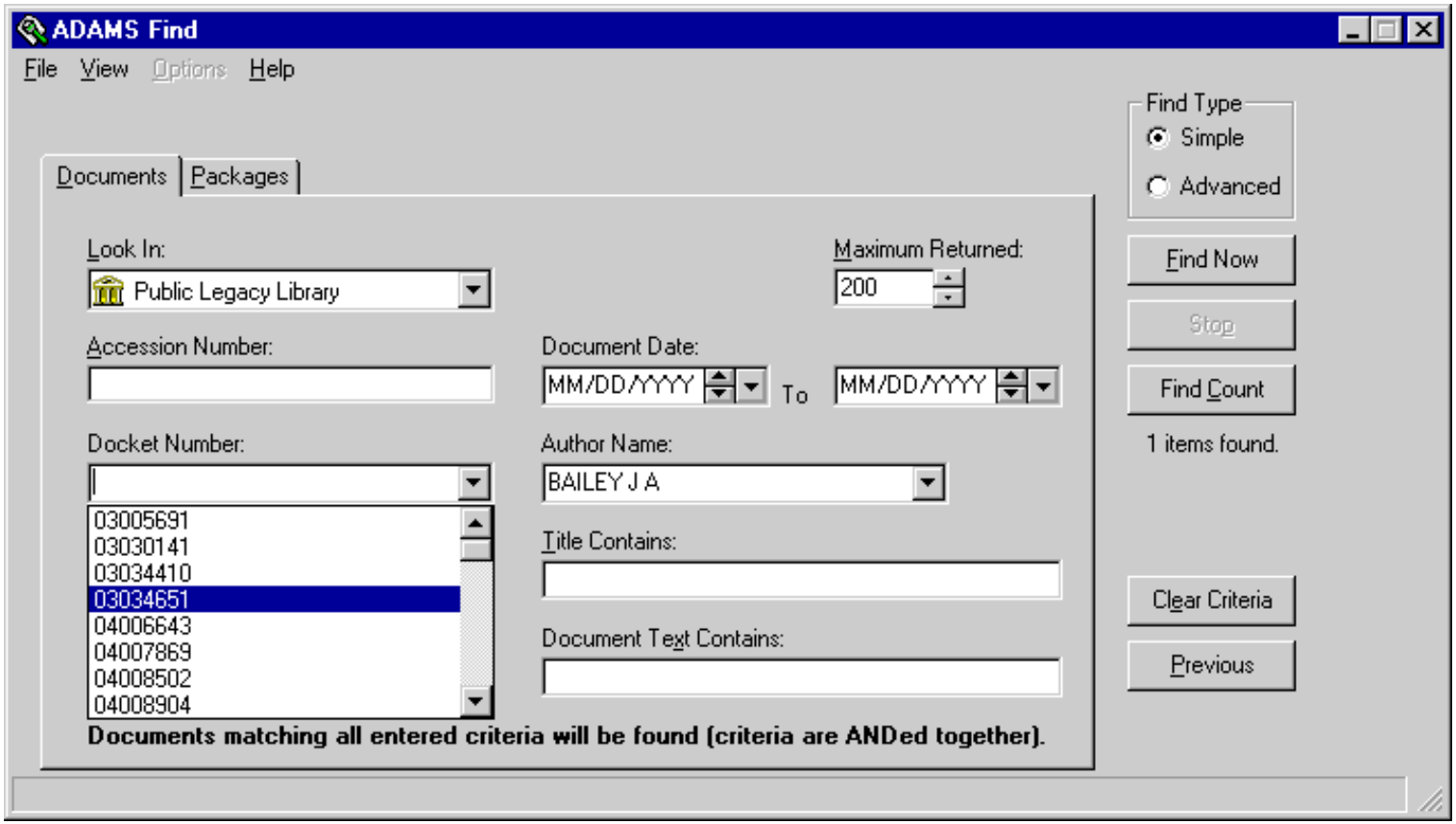


The Folders and Their Content are being developed.

LIBRARY ORGANIZATION

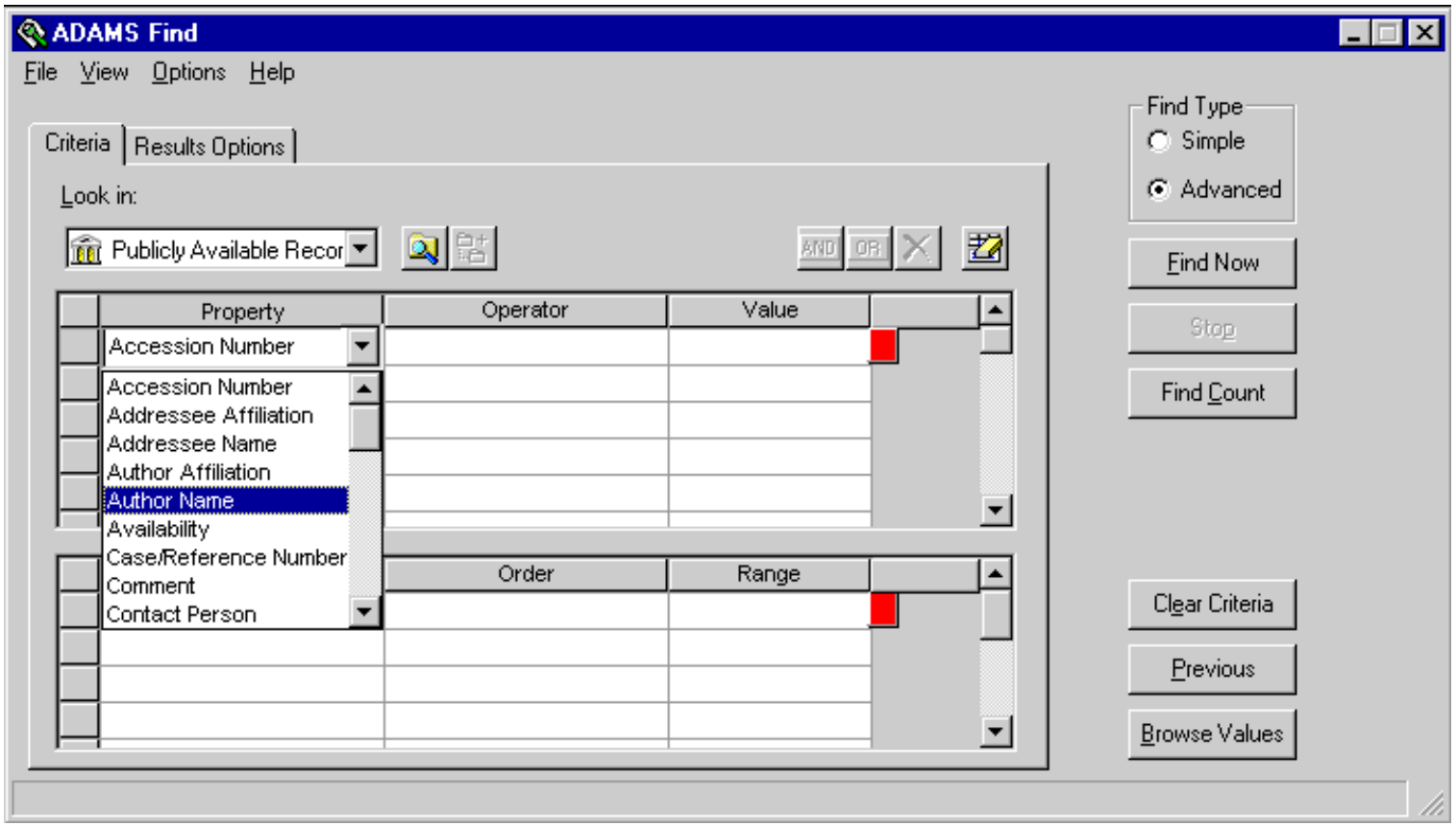
- Simple Foldering Structure - In Development
- Not all documents in folders
- Based on Users' Needs
- Saved Searches
  - made by PDR Staff for public's use
  - made by Users and stored locally for their use/reuse

SIMPLE SEARCH SCREEN



Drop Down Picklists to Fill In Boxes

ADVANCED SEARCH SCREEN



SEARCH & RETRIEVAL

- FULL TEXT SEARCH
  - PROXIMITY AND PHRASE SEARCHES W/IN TEXT
- FIELDED PROPERTIES
  - DATE, NAMES, DOCUMENT TYPE, etc... As is now
- BOOLEAN STATEMENTS
  - AND, OR, LIKE, Greater than, etc.
  - DATE RANGES
- WILDCARD
  - POSITIONAL AND FULL TRUNCATION

Contacts for Feedback

Contact the Public Document Room

	Phone	Email
Reference Staff	1-800-397-4209 202-634-3273	PDR@nrc.gov
Elizabeth Yeates	202-634-3380	ejy@nrc.gov

Intruder Un-Friendly Aspects

SENSITIVE DOCUMENTS

- Some Held in Separate Libraries, e.g Allegations
  These Libraries are not queried for Public Documents

- Default Condition for all documents is Non-Public

- Documents in MAIN Library are screened for certain conditions:
  - Official Record Class
  - Only Selected Document Types
  - Only Certain Non-Sensitive Documents
  - Staff must affirm before document is released

SECURITY ASSURANCES

- Two Questions:
  - Integrity of the documents in the Public Libraries
  - Protection of Internal Libraries from intrusion

Integrity of ADAMS Public Libraries

- FileNET Software Security at the Document level
- Documents can be viewed but not modified
- Documents and Profile Data about Documents controlled in Internal Libraries & Synchronized with copies in the Public Libraries.
  - No changes can be made directly to files in Pubic Libraries
- Official Records, of which public documents are a subset, will be controlled by NARA-approved & DoD-Certified Records Management Software
- Public Servers Protected & Monitored by NRC IT Security Staff

Protection of Internal ADAMS Libraries from Outside Intrusion

- Internal Libraries on separate server inside NRC Firewall
  - < Firewall blocks external access to internal systems
- NRC routinely funds independent reviews of the sufficiency and effectiveness of its in-place network security controls
- Recently audited by GAO and received favorable review
- Filenames for ADAMS documents seen only by System Administrators

Issue 6

The participants indicated that there seems to be confusion on both the staff's part and the public's part as to what documents can be classified as predecisional and that a universal definition needs to be promulgated and enforced~ Several participants expressed the desire to be able to comment during the development of documents and felt that labeling documents as predecisional precluded this.

Presenter: Mary Pat Siemien (OGC)

Issue 7

The participants noted that the availability of SECY documents on the web page and in the PDR was inconsistent with respect to timeliness. The participants expressed a desire for earlier release of SECY papers including release prior to Commission review/meetings or while in draft.

Presenter: Andy Bates (SECY)

Issue 8

The participants noted that updating and handling of documents on the web page is inconsistent. Some areas are very good, such as the monthly updates to the Initiatives 1999 section, while some areas, such as the monthly report to Congress, are not nearly as good. The participants indicated that these inconsistencies breed frustrntion. In addition, the participants indicated that it was oftentimes difficult to completely understand an issue because documents reference other documents that are not hyper-linked or are otherwise unavailable.

Presenter: Fran Goldberg (OCIO)

Issue 8: Acheiving consistent quality and Timeliness of information on NRC public Web site

Concern: The participants would like NRC to make sure that all information on the public site is consistently up-to- date and that the hyperlinks work correctly.

Actions: Three-step process underway to improve the public web site

Issue 8 (Continued)

Three-Step Process

Step 1: Site Review and Cleanup (Target is 90% complete by Nov 15 and 100% by Jan 15)

- Establish ownership and accountability for the maintenance of each content area
- Examine and correct content for currency and accuracy
- Date pages and collections
- Establish e-mail links at each content area for user feedback
- Verity that all links work properly

Issue 8 (Continued)

Three-Step Process

Step 2: Complete Interim Redesign (Targe is 1st Quarter of Calender 2000)

- Improve navigation
- Accommodate ADAMS Electronic Reading Room
- Incorporate views of public stakeholders

Issue 8(Continued)

Three-Step Process

Step 3: Develop Strategic Web Site Plan (Target is 3rd Quarter of Calendar 2000)

- Analyze information to ensure support for agency goals
- Incorporate view of public stakeholders

Issue 9

The participants indicated that, in general, headquarters is better at providing information than the regions especially in the area of issues reViewed prior to plant restarts. The participants felt that these issues are generally documented in inspection reports after a plant starts with very little information provided prior to plant startup. The participants listed several ways of providing information in this regard~ including: (1) use of additional issue-specific meetings, (2) invitations to teleconferences, (3) additional use of “quick look”letters, (4) updates to preliminary notifications, and (5) identification of a point of contact for plant startups. The staff indicated that the plant project manager was generally the best initial point of contact and,. in that regard, the participants indicated that the web site should have an up-to-date project manager list with phone numbers and e-mail addresses.

Presenter: Roy Zimmerman (NRR)

Comments? Questions? Suggestions?

The Public Document Room Staff will help!

Hours of Operation and Contact Information:

Monday through Friday, 8:30a.m. to 4:15 p.m. (Eastern time)

Information and service to off-site users are available by calling (202) 634-3273 or 1-800-397-4209, Monday through Friday, between 8:30a.m. to 4:15 p.m., Eastern time; faxing to (202) 634-3343; transmitting to Internet address pdr@nrc.gov; or writing to the U.S. Nuclear Regulatory Commission, Public Document Room, Washington, D.C. 20555.